



# Defense Travel Management Office



**WELCOME**

**DTS Class P-115:  
Travel Policy**



# **P-115 TRAVEL POLICY WHILE TDY**

**Topic:** Travel Policy While TDY

**Target Audience:** Authorizing Officials and Travelers

**Time:** 60 minutes

**Pre-Requisites:**

**Orientation to DTS and Distance Learning  
PowerPoint**

**Suggested Pre-Class Training:**

**Video/Demo - First Time Log Into DTS**

**OR**

**Experience with DTS**



# TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

***If problem persists call the DISA Help Desk:***



# ATTENDANCE CREDIT



**SELECT: *GUEST***

**ENTER: *FULL NAME + SERVICE/AGENCY  
INITIALS***

Acrobat® Connect™ Professional

## F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen  
Smith/DTMO***

Enter Room

☐ Enter with your login and password



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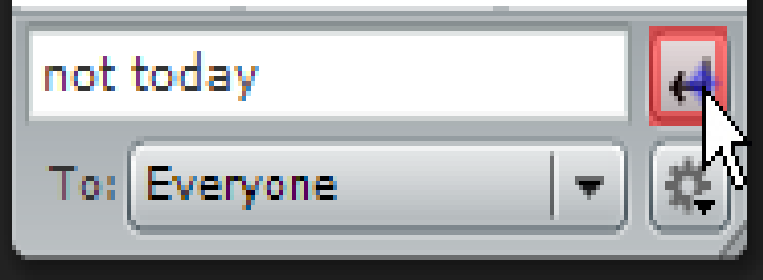


# COMMUNICATING IN CLASS



**Jacque Beck - guest:**

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





# P-115 Training Objectives

- Sources of DoD TDY Travel Policy
- Government Travel Charge Card (GTCC)
- Transportation
- Per Diem
  - Lodging
  - Meals & Incidentals (M&IE)
- Reimbursable Expenses
- Special Situations
- After the Trip



# TDY Travel Policy Sources

Joint Federal Travel Regulations,  
Volume 1 (**JFTR**); Military members

Joint Travel Regulations,  
Volume 2 (**JTR**); DoD civilians

JFTR/JTR – Appendices G, P

DoD Financial Management  
Regulations (DoDFMR)





# Government Travel Charge Card

Mandatory for all

Exception is an infrequent traveler

Use whenever possible for official travel expenses



ATM Use:

- Withdraw cash up to 3 business days before travel
- Service and advance fees reimbursed





# GOVCC SERVICE FEES



- o Individual exempt from having GTCC
- o Advance not otherwise provided

**Civilian MAY NOT CLAIM  
ATM Service Fee or Advance  
Fees unless using a GOVCC**



# Key Points - GTCC

## Purchases:

- Not reimbursable: POC gas, tires, repairs
- Not travel related: Everyday shopping
- Some expenses require pre-travel authorization



## ATM Advances:

- Don't claim for amount of advances received
- Civilians: only claim ATM fees for GTCC



# Transportation - Commercial

## Air

### **MANDATORY PER JFTR/JTR**

Travel & transportation arranged by:

- CTO – Commercial Travel Office
- In-house travel arranger

First choice airfare must be:

- American flag carriers (Fly America Act)
- Government contracted (City Pairs) fares  
*(Capacity controlled before non-capacity controlled)*
- Economy/Coach class seat

**AO ensures policy understanding, monitors traveler actions and approves use of non-government/foreign carriers**



# First and Business Class Travel

Regulations are very complex

- AO's must understand and interpret

Approval authority:

- Based on unit or agency
- Unique to each chain of command

First class authorization authority:

No lower than 3-star level or civilian equivalent\*\*

Business class authorization authority:

No lower than the 2-star level or civilian equivalent\*\*



# Key Points - Commercial Air

## Use correct airfare

- DTS airfare is only an estimate
- Actual expense required on voucher
- AO and traveler should monitor



## Avoid improper charges when CBA exists

- CBA is organization account
- Airfare can not be claimed if CBA used



# QUESTIONS?





# Ground Transportation - Reimbursement

## Rental Car Reimbursable Items

- Rental price and taxes
- Local assessments
- Gasoline and oil
- Transportation to and from the rental facility
- Non-standard equipment may be authorized

(Snow tires, GPS, Toll-collection transponders)







# Ground Transportation - Official Use

## Official business only

- Duty sites
- Lodging
- Dining facilities
- Drugstores
- Barber shops
- Places of worship
- Cleaning establishments





# Managing Rental Car Size/Cost

**Policy Directive:** Compact

**DTS Default:** Compact

**Alternate Selection:** Requires AO Approval

***DTS First Car Listed - Always Lowest Price***

## **Alternate Cost Selection:**

- Justification to AO required for any variance
- AO determines if justification is valid



# Ground Transportation - Insurance

## CONUS RENTALS:

- Policy requires using vendor with DTMO agreement
- DTMO agreements mandate inclusive insurance
- Extra insurance **WILL NOT** be reimbursed

## OCONUS RENTALS:

- Extra insurance MAY be authorized
- Based on company and/or country rules



# Ground Transportation

## Privately-Owned Conveyance or POC

### **AO MUST DETERMINE:**

- Advantageous to government = Full Reimbursement
- Convenient for traveler = Should Cost w Standard Mode\*\*

### **CALCULATE EN ROUTE COST OF POC:**

- Always use Defense Table of Official Distances (DTOD)

### **OFFICIAL MILEAGE CALCULATED AS:**

- CONUS: Difference between departure and arrival zip codes
- OCONUS: Difference between departure and arrival cities



# Ground Transportation - Mileage

**EN ROUTE TRAVEL = DTOD = OFFICIAL  
MILEAGE**

**CONUS**

**OCONUS**

**ZIP to ZIP**

**City to City**

**IN AND AROUND MILEAGE & LOCAL  
TRAVEL**

**USE THE ODOMETER**

**MUST LIST SEPARATE FROM EN ROUTE**

- No mileage claims for rental cars
- No gas/oil claims for POC
- No mileage claims for passengers



# AVOID COMBINING MILEAGE

## En Route - Use DTOD

- Distance to and from the TDY location

## In and around mileage - Use Odometer

- Distance driven at TDY location

## Incorrect Mileage Calculation

En route mileage = 350

In and around mileage = 50

Total mileage claimed = 400





# Allowable Travel Days

## Commercial Air

- In CONUS or one OCONUS area = 1 day
- Between CONUS and OCONUS = Ticketed times
- Between OCONUS areas = Ticketed times

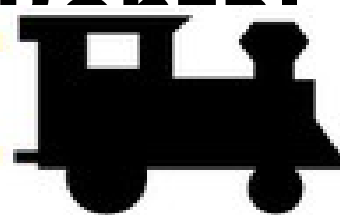
## Ticketed Ground Transportation (Bus, Train)

- Ticketed times

PO Government or Rental Vehicle



nil







# Per Diem - Government Lodging

**AO directs government quarters only if:**

- Traveler is a uniformed member,
- Traveler is TDY to installation, AND
- Quarters exist on that installation

Non-availability number  
Needed when base  
lodging is not available





# Commercial Lodging

**LOCAL PER DIEM RATE:** Limits reimbursement

**HOTEL TAX EXPENSE :** Based on location

- CONUS – Separate expense
- Non-Foreign OCONUS – Separate expense
- OCONUS – Part of lodging cost- Not separated

**HOTEL TAX EXEMPTION :** Available in some states

- Not all facilities honor the hotel tax exemption
- Travelers and AO should be aware of point
- Forms to request exemption on GSA website



# Lodging: Non-Commercial

**Civilians can be reimbursed if staying with relatives or friends**

Reimbursement **MUST BE:**

- Documented **ADDITIONAL** expense
- Not a fixed rate
- Estimated costs not acceptable





# Calculating Non-Gov Lodging Rate

If the CTO cannot find lodging under the per diem rate, the AO can approve a higher rate

## ***300% Rule***

### Example:

\$ 76 = Lodging  
\$ 34 = M&IE  
\$110 = Max Per  
Diem

**\$296** Max actual lodging  
the AO can approve

300% X \$110 = \$330  
Less 1 day M&IE = \$ 34

**\$296**



# Avoid Common Lodging Mistakes

- Don't "lump" other expenses (phone, meals) with lodging cost
- Don't claim commercial lodging without non-availability statement
- Don't claim dual or actual lodging expense without authorization
- Don't claim full tax if voluntarily paying lodging over per diem
- OCONUS – Include lodging tax with lodging
- CONUS – Don't include lodging tax with lodging
- Update locality default rate to actual cost





# Per Diem - Meals

**First and Last Day:** 75% of locality meal rate

**Other TDY Days:**

- Locality Meal Rate



**Unless Meals Are:**

- **AVAILABLE** - Traveler pays a small fee for meals in Government facility
- **PROVIDED** - Traveler pays nothing because Government purchased meal



# Per Diem - GMR or No Meal Rate

## Government Meal Rate (GMR)

- 3 meals available
- Must be TDY to installation
- Must be staying in government quarters
- Must be prescribed before travel begins

## No Meal Rate:

- 3 meals provided
- Incidental expenses only





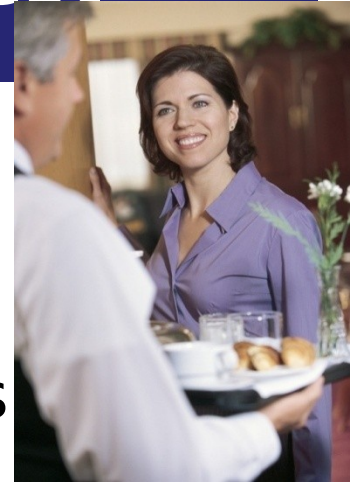


# Proportional Meal Rate: PMR

“...the average of the standard Government meal rate and the meals portion of the applicable M&IE rate....rounded up to the nearest dollar”

## Authorized if traveler has:

- At least 1; no more than 2 gov mess meals
- OR
- When 1 or 2 meals are provided





# Meal Rate Authorization



## Authorized Rate Policy:

- Must be authorized before TDY commences
- May be increased for one or more days
- Can not be reduced unless a meal is provided

## Rate Authorization

- Typically handled by the AO
- Training facility commander can approve



# Per Diem - Incidental Expenses

## Cover small, ad hoc expenses

- Included as part of per diem
- Not reimbursable expenses



## How much?

- CONUS - \$5.00 per day
- OCONUS - \$3.50 or locality rate per day
- **Received along with any or no meal rate**
- **For traveler on field duty, received when Essential Unit Messing (EUM) authorized**



# Meals & Incidental Expenses

- Identify correct TDY location
- DTS automatically applies rate for TDY location
- If traveler can not find their exact TDY destination:
  - Use default county rate
  - Only use standard CONUS rate if county is NOT in per diem table





# QUESTIONS?





# Reimbursable Expenses

Travelers reimbursed for necessary, reasonable travel-related expenses

- ATM fees
- Passport + associated fees
- CTO fees
- Energy surcharge / resort fees
- Lodging taxes (in US + non-foreign OCONUS)
- Cost of traveler's checks, money orders
- Currency conversion / cashing Gov't checks
- Use of computers / printers / fax machines, etc.
- Use of in-flight communications / computer connections





# Reimbursable Expenses (Cont.)

## More reimbursable expenses:

- Costs of transportation to / from terminal
- Driving fees (parking, tolls, ferry)
- Tips for taxis / limousines / courtesy shuttles
- Baggage tips
  - Civilians – not for personal property
- Parking fees at terminal
- Transportation costs at TDY location
- Laundry / dry cleaning:
  - CONUS only, during TDY
  - Uniformed members – after 7 nights TDY, max \$2/day
  - DoD civilians – after 4 nights TDY, no published limit





# Reimbursable Expenses (Cont.)

Yet more reimbursable expenses:

- Calls home (AO must limit amount before TDY)
- Typing services / clerical assistance
- Service fees for interpreters / guides / drivers
- Storage of property used for official business
- Room rental used for official business
- Excess baggage
- Registration fees
- Dual lodging costs
- Lodging late checkout fees



**See JFTR/JTR, Appendix G for details**





# Reimbursable Expenses: Common Mistakes

Only claim an expenses once

- Change estimate vs. add new expense
- Don't add reservations again
- Know your CTO fare rules

Claim for actual amount, not estimate

Don't claim for personal baggage tips  
(civilians only)

Taxis are not rental cars!



# More Common Mistakes

## Currency exchange

- Claim correct currency (\$30 vs. €30 or ¥30)
- Provide currency conversion rate
- Claim correct currency conversion rate

## Only claim reimbursable expenses

- No curbside baggage check-in fees
- No hotel concierge or housekeeping
- No workout / gym fees
- No batteries, tools, or film
- No gifts for child or pet care givers





# Special Situations - No Lodging Required

## TDY outside limits of PDS:

- Standard business transportation authorized
- TDY over 12 hours
  - Receive 75% of locality M&IE  
(Highest rate if more than one TDY location)

**OR**

- TDY 12 hours or less
  - Usually no M&IE authorized  
(Although uniformed members may receive actual expenses, up to PMR, for lodging)

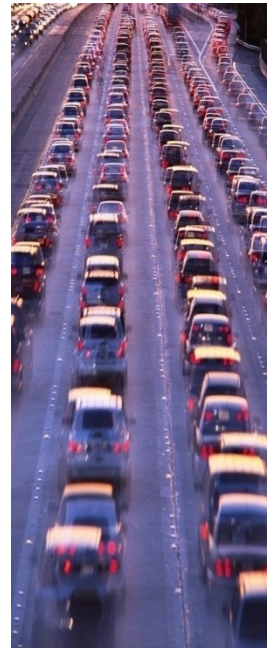




# Special Situations - No Lodging Required

Within limits of PDS (local travel):

- Receive transportation expenses
- If POC was used, receive mileage minus:
  - Normal commute cost OR
  - Normal commute distance
- Use odometer reading for mileage
- Per diem typically not authorized
- Exceptions:
  - Threat to life or government equipment
  - Arms control inspector escorts





# Special Situations - Field Duty and Vessels

## Field Duty

- No per diem
- Lodging, meals normally provided
- Civilians may be reimbursed for food costs
- IE only if EUM authorized



## TDY aboard vessels

- No per diem
- Lodging, meals normally provided
- Civilians may be reimbursed for food





# After the Trip

## Traveler must:

- Submit a voucher within 5 business days
- Provide receipts for:
  - Lodging (regardless of cost)
  - Expenditures of \$75 or more
- Comply with local policies and procedures





# Common Filing Errors

## #1 Issue: Receipts:

- Not attached to voucher
- Not legible
- Don't match claims

## Itinerary/traveler

- Used incorrect itinerary dates or locations
- Used incorrect trip length indicator (1-day travel)
- Used incorrect form (voucher / local voucher)







# Summary

## Regulations:

- JFTR/JTR - Appendices G & P
- DoD FMR



Travelers should be reimbursed for all legitimate travel expenses

AO has broad authority

- Approve expense reimbursements with caution
- Take care not to violate any DoD policies





# CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TRAX



# **THANK YOU FOR ATTENDING DISTANCE LEARNING**

**For a three month schedule of  
DTMO distance learning classes  
Go to the DTMO Website >  
Training Resources Center**